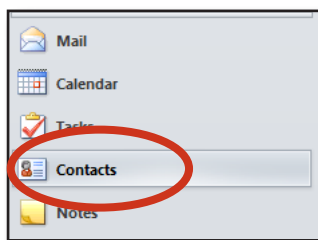


Copy the email names

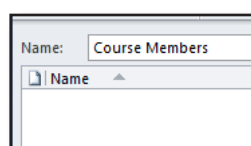
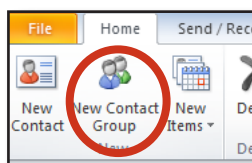
Address an email to the required group. Highlight the To... names and copy.



Create a contacts group

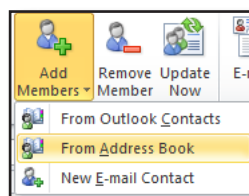


Go in to the Contacts section.
Click on New Contact group and give the group a name

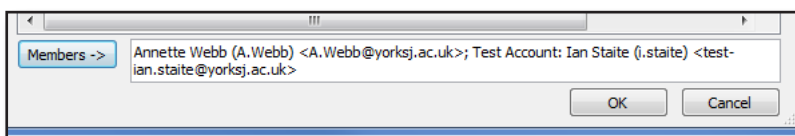


Add members

Click on Add Members and From Address Book



Paste in the email addresses that were copied earlier into the Members box



Other people can be added from the address book.
When all the members have been added, click Save & Close.

